

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Address]

[City, State, Zip Code]

Subject: Vehicle Transfer Letter for Company Vehicle Reallocation

Dear [Recipient Name],

This letter serves as official documentation for the transfer of ownership of the following company vehicle:

****Vehicle Details****

- Make: [Vehicle Make]

- Model: [Vehicle Model]

- Year: [Vehicle Year]

- VIN: [Vehicle Identification Number]

- Current Mileage: [Mileage]

Effective [Transfer Date], the vehicle will be reallocated from [Current User/Department] to [New User/Department].

The purpose of this transfer is [Reason for Transfer].

Please ensure all relevant paperwork and necessary updates to vehicle registration and insurance are completed promptly. The new owner is responsible for maintaining and caring for the vehicle as per company policy.

For any questions or further clarifications, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]